PCC OTC Reports

As a follow-up to the PCC OTC alert sent on January 19, 2010, we are providing you more information on the upcoming changes to the PCC OTC Reports. Effective February 6, 2010, all PCC OTC reports accessed through the Central Image Research Archive (CIRA) will use an Enterprise Reporting Solution, Web Focus. Although the contents of the reports will not change, the "look and feel" will be slightly different. Below is a chart which summarizes the changes.

Impact Area	Current Report	Reports Effective February 6, 2010
Selecting Report Output Format	▪ All reports are viewed in HTML first, then users select the report format only if there is a need to download the report or save it	▪ Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format ▪ If no report format is selected, the report opens in HTML ▪ MS Word is no longer an option for report format
Selecting Report Output Format	▪ All reports are viewed in HTML first, and then users select the report format only if there is a need to download or save the report	▪ Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format ▪ If no report format is selected, the report opens in HTML ▪ MS Word is no longer an option for report format
Navigation Bar	▪ The Navigation Bar is located at the top of the screen	▪ The Navigation Bar will be located at the bottom of the screen ▪ The buttons on the Navigation Bar have changed
Internet Explorer Settings	▪ Adjustment to browser settings needed	▪ *Internet Explorer 7* browser settings may need to be adjusted if users receive a security notification whenever files are downloaded from PCC OTC
Report Printing	▪ A **Print** button is available in the initial view of the report	▪ Reports are printed using the print function for the individual report format (e.g. HTML, PDF, MS Excel, or MS PPT) selected ▪ *PDF is the preferred method for printing*
Downloading Reports	▪ Downloading performed after a report is run	▪ Report output format is selected before running a report, and the user is prompted to download file
Searching Reports	▪ Search a report by selecting the **Search** button from the Navigation Bar and enter the search criteria	▪ Searches are performed using the Navigation Bar for HTML reports or the search feature for the individual report format ▪ *PDF is the preferred method for searching a report*

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MS Excel Reports	• Reports downloaded to MS Excel have blank columns and cells	• Reports downloaded to MS Excel have a more streamlined layout and are easier to navigate • *Changes to data element locations in the reports may impact those who use the MS Excel reports for macros and/or uploads to internal systems*
Viewing All for Large Reports	• Select **View All** from the HTML Navigation Bar	• For HTML reports greater than 30 pages, an error message may be received when **View All** is selected from the Navigation Bar • Users can View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously

To support a successful migration from the current reports to the new reports, we have created two sets of learning tools. First, a *PCC OTC Reports Navigation Guide* is available. The *Navigation Guide* provides a side-by-side comparison of the old reports and new reports, along with instructions on how to navigate the new reports. In addition to the *Navigation Guide*, we have updated the *PCC OTC User's Manual*. You can find both the *PCC OTC Reports Navigation Guide* and *PCC OTC User's Manual* at the following link: https://www.pccotc.gov/pccotc/index.htm.

As always, our 24-hour OTC Support Center is ready to answer any questions and provide guidance as you transition to the new reports.

Treasury OTC Support Center
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